

Please carefully read the following information:

**Important Notice:** Due to the COVID-19 outbreak and associated restrictions relating to large events, SCU has made the decision to postpone all Graduation Ceremonies planned for the remainder of 2020. All graduates will be invited to attend a future Graduation Ceremony when the COVID-19 situation allows it.

Your Testamur will be mailed to you within 3 weeks *after* your award has been conferred.

### **Am I Eligible to Graduate?**

To check if you have met course requirements and passed all your enrolled units, go to **My Enrolment** [www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment) and check:

- My Study Plans** check your course status is Passed.
- My Grades** check all grades are finalised. If a grade is outstanding and you believe you have satisfied the unit requirements contact your unit assessor
- My Finances** If you are sanctioned please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction
- My Details** check your preferred mailing address details and phone number is correct – your graduating documents will be forwarded to the preferred mailing address

### **When Will I Receive My Final Academic Transcript?**

Your final academic transcript will be forwarded to your preferred mailing address as recorded in My Enrolment and may take up to 20-25 working days after grade publication date.

Incomplete or Not Available grades will delay your final academic transcript.

Sanctions will prevent release of your final academic transcript. Please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction.

### **Education Graduands**

Student Administration Services will provide a copy of your final academic transcript to the NSW Department of Education and Communities and the Graduate Recruitment Program for eligible education graduands. Copies are forwarded on the same day your final academic transcript is mailed to you.

Additional academic transcripts are available on written request to Student Administration Services for a fee of \$50.00 for postage within Australia or \$60.00 for postage overseas. Download an *Academic Transcript Request* form <http://scu.edu.au/students/index.php/27> or make your request via e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) or freecall 1800 005 687

### **When Will I Receive My Australian Higher Education Graduate Statement (AHEGS)?**

An original certified copy of your Australian Higher Education Graduate Statement (AHEGS) will be forwarded with your final academic transcript. Visit [www.scu.edu.au/ahegs](http://www.scu.edu.au/ahegs) for further information regarding AHEGS

Sanctions will prevent release of your AHEGS. Please contact Student Administration Services freecall 1800 005 687 or e-mail: [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) for information on how to pay your sanction.

Additional AHEGS copies are available on written request to Student Administration Services for a fee of \$30.00

Download an *AHEGS Request* form [www.scu.edu.au/ahegs](http://www.scu.edu.au/ahegs) or make your request via e-mail: [ssexams@scu.edu.au](mailto:ssexams@scu.edu.au) or freecall 1800 005 687

### When Will I Receive My Testamur?

Testamurs are legal documents and can only be released once they have been conferred (approved) by the University Council. To ensure that you are not disadvantaged by Ceremony postponements related to COVID-19, your testamur will be posted to you after your award has been conferred. The conferral of your award for official purposes will not be delayed in any way. Your testamur will be mailed to you within 3 weeks of your conferral date.

### Conferral Dates

Final date be added to conferral list.	Conferral Date
3 July 2020	29 July 2020
14 August 2020	10 September 2020
18 September 2020	7 October 2020
27 November 2020	11 December 2020

### Honours Degrees

If you are intending to continue your studies and complete a separate year of Honours, you are still entitled to attend a ceremony and graduate with your first Bachelor degree. Once you have completed your Honours year you will be entitled to attend a further ceremony to graduate with your honours degree.

This does not apply if you have completed an honours award which is incorporated with your Bachelor degree. You will receive one award only; eg Bachelor of Laws (Hons).

### Postal Address

Please ensure that you keep the University advised of your correct postal address and keep us informed of any changes as this address will be used to mail your final academic transcript, AHEGS and testamur (degree certificate). You can update your address and telephone details in **My Enrolment** ([www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment)) – then select **My Details**.

### Name Changes

Your award will be conferred in the exact name recorded by the University and which appears on your academic transcript and AHEGS. If you wish to change your name you are required to complete the Change of Name Request form and provide documentation showing your legal name.

Log into My Enrolment, under the eForms tab to submit a Change of Name Request. Further information on changing your name can be found at <http://scu.edu.au/students/index.php/21>

Carefully read and complete the form and attach originals\*\* or certified copies of supporting documentation and mail to Student Administration Services.

\*\*original documents will not be returned

**Name changes must be finalised at least three (3) weeks prior to your conferral date.**

Luke Davis  
Examinations, Progression and Timetable Manager, Student Administration Services